

**U.S. General Services Administration** 



## **Poll Question**

Requirement: per 2011 Presidential Memorandum – Federal Fleet Performance; Develop Fleet Management Plan to achieve optimal fleet by 2015

After 2015, VAM goes away, right?

- 1. Yes
- 2. No
- 3. I wish the answer was yes, but it's probably no

2005 Guidance: FMR Bulletin B-9 "Documented Structured Vehicle Allocation Methodology for Agency Fleets"

Excerpt: "... each Federal executive agency is strongly encouraged to develop ...and thereafter maintain the subject methodology and optimal allocation for their vehicle fleet. Agency vehicle enhancements and replacements should be made to meet the optimal vehicle allocation. ... The methodology and optimal vehicle allocation should be updated, as necessary, upon review at least every five years..."

Requirement: FMR 102-34.50 What size motor vehicles may we obtain?

Excerpt: "...Agencies must establish and document a structured vehicle allocation methodology to determine the appropriate size and number of motor vehicles (see FMR Bulletin B-9 for guidance).

Requirement: 2011 Presidential Memorandum – Federal Fleet Performance

Excerpt: "... GSA shall develop and distribute to agencies a Vehicle Allocation Methodology (VAM) for determining the optimum inventory with emphasis placed on eliminating unnecessary or non-essential vehicles from an agency's fleet inventory and ensuring lifecycle cost-effectiveness of maintaining such inventory."

Guidance: 2011 FMR Bulletin B-30 "Vehicle Allocation Methodology for Agency Fleets". Agency VAMs must encompass the following steps:

- Develop vehicle utilization criteria to justify mission essential vehicles.
- Conduct a utilization survey.
- Determine optimal fleet inventory.
- The VAM shall be incorporated into agencies' internal fleet policies.

## **Poll Question**

What document contains the original requirement to conduct a VAM? This guidance makes VAM a continuing part of the fleet management process forever.

- 1. The 2011 Presidential Memorandum Federal Fleet Performance
- 2. EPAct 2005
- 3. FMR 102-34.50
- 4. Agency Internal Fleet Policy

# Characteristics of an Effective VAM

- VAM survey conducted at least every 5 years
- Engagement across the agency communities (Senior leadership, Fleet/logistics, Finance, Sustainability)
- Established agency fleet network (the ability of a dispersed fleet to communicate and coordinate with the agency fleet manager)
- Reliable data (agency-wide Vehicle Management Information System)
- Defined utilization criteria (specific miles or hours of use in a time period)

# **Poll Question**

I need to perform a VAM Study following the guidance at least every...

- 1. 3 years
- 2. 4 years
- 3. 5 years
- 4. 6 years

# So What's Changing After 2015?

- There will be no more "VAM Inventory". There is only your entire agency vehicle inventory as reported in FAST
- Your most recent inventory as reported to FAST, plus projected acquisitions, less projected disposals, becomes your "Projected Optimal Fleet".

Agency projected acquisitions and disposals should be derived from your agency <u>VAM survey results</u> and then reflected in your FAST out-year projections.

# What's Continuing After 2015?

Annual Fleet Management Plans continue to be a requirement.

Annual Fleet Management Plans are your opportunity to provide "your agency fleet story". Use the FMP document to highlight your success and note challenges and how you plan to overcome them.

(Note that the FMP also serves as the Budget Narrative for A-11 reporting and is a part of your agency Strategic Sustainability Performance Plan submitted to OMB. One of the benefits of FAST is that data is collected once and then used for multiple purposes)

# What's Continuing After 2015?

A new VAM survey at least every 5 years is required.

VAM Surveys are your opportunity to ensure that the best possible vehicles are in place to meet mission requirements, to eliminate unessential vehicles, and to position your fleet to meet upcoming mandates such as the light-duty AFV acquisition requirements in 2016

(You may be requested to provide date of survey, survey questions, agency standards to justify a vehicle, and the results of your survey)

## Still Another Poll Question

Where do my agency's "Optimal Fleet" projection come from after 2015?

- My estimate after considering my projected budget for the next 5 years
- 2. My most recent inventory, plus projected acquisitions, less projected disposals that are based on my VAM survey results
- 3. My determination after reviewing vehicle justifications prior to our agency VAM study
- 4. My current inventory minus 10% over 5 years

# **Strategy To Meet VAM Goals**

- Incorporate VAM into agencies' internal fleet policies
- Using the agency VMIS, ensure a process is in place to regularly track progress toward your optimal fleet's acquisitions and disposals.
- Ensure compliance with 2016 light-duty AFV acquisition target by planning now
- Annually update Fleet Management Plans

# **Final Poll Question**

After 2015, VAM goes away, right?

- 1. No
- 2. No
- 3. No

Questions? Ask now...

Or send them to Vehicle.Policy@GSA.Gov

# Thank you

OGP welcomes your questions and/or comments:

Vehicle.Policy@GSA.gov

Or you may contact me directly at:

Karl Wolfe <a href="mailto:karl.wolfe@gsa.gov">karl.wolfe@gsa.gov</a> 202-



#### **U.S. General Services Administration**



### On Your Mark



Requirement:

- ■2005 FMR Bulletin B-9
  - ■FMR 102-34.50
- ■2011 Presidential Memorandum Federal Fleet Performance; Develop Fleet Management Plan to achieve optimal fleet by 2015
- ■2011 FMR Bulletin B-30 Guidance
- Agency Internal Fleet Policy ADM P 5620.1

## **Get Set**



- VAM Study (in-house or contract)
- ■Fleet Management System (FMS) GSA Fleet Drivethru; Reports Carryout; Vehicle Inventory Report
- Statement of Work (SOW) Requirements and Expectations
- Memorandum Notification of VAM to the Agency Leaders and Local Fleet Customers
- Survey Questions Motor Vehicle Operators

GSA Fleet Drive-thru

• Real Time Vehicle Data

### Fleet Management System (FMS)

Fleet

Applications

Home

Application rieet
Access Solutions

News

Training

Us

Reports Carryout

Vehicle Inventory Report

Standard or Customize

Click 'Application Access' to login to Drive-thru

#### **GSA FLEET DRIVE-THRU**

Real Time Vehicle Data

The Key to Driving Your Mission

**Analyzing Your Reports** 

CLICK HERE TO FIND FUE



Applications Access	What's New	Driver Safety					
CRASH Customer-Driven Data Dispatch & Reservation Module FTP Monthly Mileage Upload Tool GSA Replacement Vehicles Mileage Express PM Express Reports Carryout Speed Pay WEX Replacement Card Ordering Defensive Driving Course VCSS - WebBill Choose an Application to Login	"To stop scrolling, mouse over text"  text will restart	Fact sheets, handouts, and newsletters covering a wide range of safe-driving topics.  Click the icon above to access the Driver Safety page					

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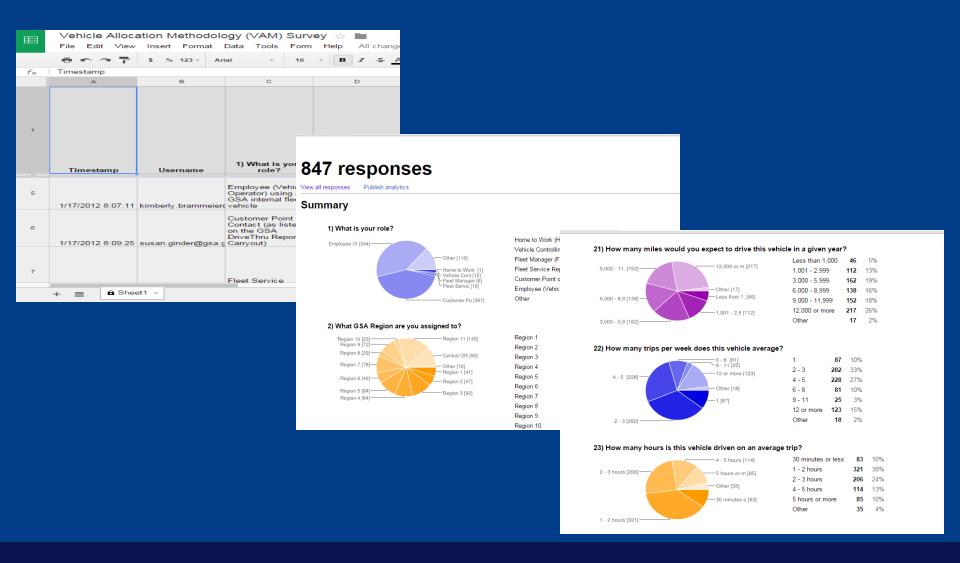
Last Undated: March 26, 2017

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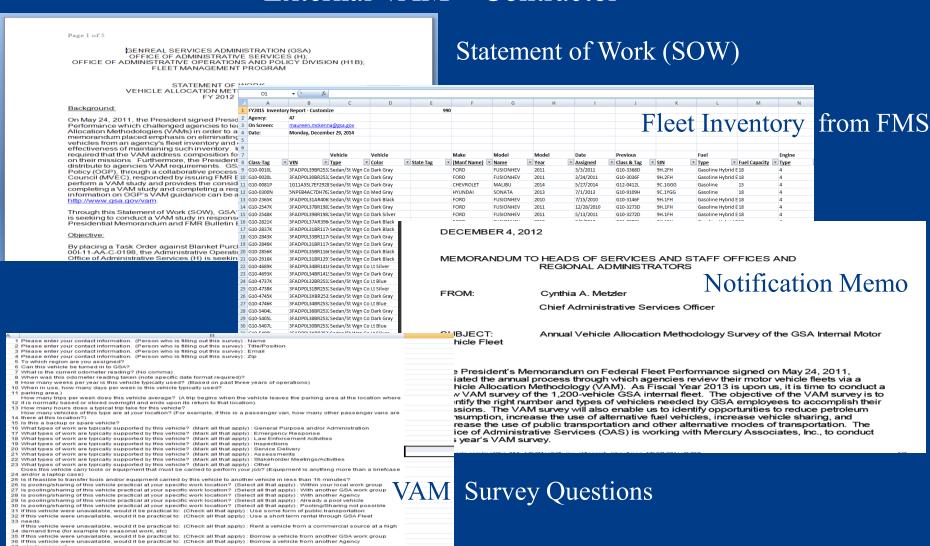
## Internal VAM – Google Survey Tool

Page 1 of 1								
Vehicle Allocation Methodology	(VAM) Mandatory Survey							
Dear GSA Internal Fleet Customer:  You have received this survey invitation because you are inventory as being the customer point of contact for one or THIS SURVEY IS MANDATORY. WE ASK THAT GSA IT AND/OR WORK WITH THE VEHICLE OPERATORS TO Compare the customer of the cus	dentified within the GSA Fleet DriveThru Reports Carryout fleet							
THEREFORE YOU MAY HAVE TO DO OR COORDINATE BEFORE YOU BEGIN: Please ensure that you have the f  1) Are you someone who is responsible for or operates a 6	VEHICLE IS REQUIRED. EACH VEHICLE IN THE GSA INTERNAL FLEET INVENTORY MUST BE SURVEYED; THEREFORE YOU MAY HAVE TO DO OR COORDINATE THE COMPLETION OF MORE THAN ONE SURVEY.  BEFORE YOU BEGIN: Please ensure that you have the following information:  1) Are you someone who is responsible for or operates a GSA Internal Fleet vehicle? 2) Do you have vehicle information (specific details) such as the tag number, vehicle make/model, vehicle type, vehicle fuel type and odometer							
Why are we conducting this survey? On May 24, 2011, Performance which challenged agencies to lead by exan attain an optimum fleet size. The memorandum placed agency's fleet inventory and ensuring lifecycle cost-effec required that the VAM address composition for agencies directed the GSA to develop and distribute to agencies \ through a collaborative process with the Motor Vehicle E Regulation (FMR) Bulletin B-30 which directs agencies to requirements for completing a VAM study and completin guidance can be accessed at http://www.gsa.gov/vam.  So that the GSA internal fleet can satisfy the VAM requi Office of Administrative Services (OAS), has developed	9) What is the Vehicle Size?*  II. Vehicle Information (example: LD, MD, HD - midsize sedan, light-duty truck, etc.)  LD Light Duty  MD Medium Duty  HD Heavy Duty  Other:  10) Vehicle Ownership?*  II. Vehicle Information (example: GSA Leased, GSA Owned or Commercially leased)	*						
	GSA leased GSA Owned Commercially leased Other:  11) What is the Vehicle Fuel Type?* II. Vehicle Information (example: Gasoline, Ethanol etc.) Ethanol / Unleaded Gasoline Compressed Natural Gas Dedicated (CNG) Compressed Natural Gas Dual (CNG) Diesel Gasoline Hybrid Electric Electric Other:							

### In-house VAM – Google Survey Tool



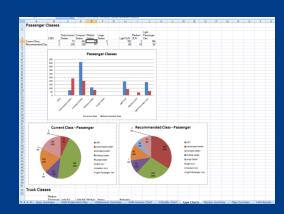
### External VAM – Contractor



38 if this vehicle were unavailable, would it be practical to: (Check all that apply): Utilize an on-call taxi service of this vehicle were unavailable, would it be practical to: (Check all that apply): Utilize a scheduled shuttle 40 if this vehicle were unavailable, would it be practical to: (Check all that apply): None of the above



- Select Contractor
- VAM Survey Responses
- Analysis and Results
  - Executive Summary –narrative and supporting data
  - ■Analysis Size, Type, Utilization
  - Results Summary, Charts, Graphs
    - ■Retain, Inquire, Turn In
  - Optimal Fleet Attainment Plan
  - ■Fleet Management Plan (FMP)
- Continuous Improvement



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## **Finish Line**



### GSA Internal Fleet Program

#### Baseline FY2011 to FY2014:

- Reduced inventory by approximately 17%
- Reduced miles by approximately 33%
- Reduced fuel by approximately 40%
- Reduced costs by approximately 30%

### **Future VAMs**

In preparation of future VAMs GSA agency internal fleet will consider and incorporate as needed:

- Lessons learned from previous VAMs
- ■GAO Review
- •GSA's Agency Internal Fleet was audited on the Vehicle Allocation Methodology (VAM) process internally by the GSA Office of Inspector General (OIG)
  - Findings Final Findings and/or recommendations are pending.

# Thank you

OAS welcomes your questions and/or comments. Please feel free to contact me directly at:

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